



February 4, 2004

OKLAHOMA BULLETIN NO. OK340-4-1

SUBJECT: SPA – FY 2004 Oklahoma Quality Assurance Policy

Purpose: To provide guidance on the Oklahoma FY-04 quality review processes.

Expiration Date: September 30, 2004

The attached processes will be used in Oklahoma for FY 2004 quality assurance. The policy is a continuation of the FY 2003 quality assurance policy. Changes from FY2003 that will be implemented in FY2004 include:

- A new OK-MGT-WKSHT-1 form has been developed and is attached. Changes to the OK-MGT-WKSHT-1 include separating Engineering and Ecological Science practices; adding a Pending, Corrected column to practice reviews; changing the Yes or No on Reviewed Last Two Years to Year Last Reviewed.
- Not requiring submission of OK-MGT-WKSHT-1 for the 1st quarter of the fiscal year.
- Requiring technical specialists to maintain a listing of pending reviews in their service area and work informally with field offices to offer assistance in actions to remove the item from pending prior to the first 90-day report being due from the District Conservationist to the ASTC(FO).

Each office is requested to review the Quality Assurance Policy in its entirety.

/s/ - (Kevin D. Norton – Acting)

M. DARREL DOMINICK
State Conservationist

Attachment

DIST: AE